



DEPARTMENT OF THE ARMY
HEADQUARTERS, 3RD BATTALION, 2ND AIR DEFENSE ARTILLERY
BLDG 3906 MOW-WAY ROAD.
FORT SILL, OK 73503

AFVL-RTB-BC

14 May 2015

MEMORANDUM FOR ALL 3-2 ADA BN PERSONNEL

SUBJECT: Policy Letter #4: Prevention of Sexual Harassment and Sexual Assault

1. Sexual Harassment is absolutely unacceptable and will NOT be tolerated in this command. I am totally committed to a policy that demands respect for all members of this command and their Family members; a command climate that is clear in culture and action that sexual harassment in any form is prohibited.
2. Sexual harassment is defined as, but not limited to, unwelcome sexual advances, requests for sexual favors, any other verbal, nonverbal, or physical conduct of a sexual nature (includes sexual innuendo and undertones) when any of the following occurs:
 - a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career potential.
 - b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.
 - c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.
3. Sexual harassment is not confined solely to the workplace and can occur at any place on or off duty; regardless, their provisions of this policy apply to Soldiers in this command anytime, anywhere.
4. Leaders will take immediate action upon any allegation of sexual harassment. It is the responsibility of EVERY member of this command to intervene and report incidents of sexual harassment in order to ensure an environment free of this threat. I will not tolerate any attempts to suppress, restrain, interfere with or otherwise coerce any individual who wants to file a complaint, nor any acts of reprisal against anyone filing a complaint.
5. Soldiers should attempt to resolve sexual harassment complaints through respective Equal Opportunity leaders and the chain of command. Soldiers may also file a complaint with the Battalion Equal Opportunity Representative (EOR) or bring the grievance directly to me via Policy Letter #1: Open Door.

6. Allegations of sexual harassment will be thoroughly and objectively investigated in accordance with respective regulations and policy. Action will be taken to discipline offenders via judicial or non-judicial process as appropriate to the outcome of a command inquiry/investigation.

7. The exercise of personal courage to intervene on harassment incidents or situations that potentially could escalate into sexual assault is an inherent moral obligation that every member of this chain of command must commit to each other. In the unfortunate event that a Soldier becomes a victim of sexual assault two reporting options exist; restricted or unrestricted reporting:

a. Restricted Reporting. Allows a victim to receive medical, counseling, and advocacy support services without triggering an official investigation. To exercise this option, the victim may only report the sexual assault to a SHARP Coordinator, SHARP Victim Advocate or Health Care Provider. When a victim seeks counsel from a Chaplain, an official investigation is not triggered; however, doing so does not constitute and unrestricted report.

b. Unrestricted Reporting. Allows a victim the same services as the restricted reporting; however, will result in a formal investigation which includes the possibility of a criminal prosecution against the alleged perpetrator(s). Unrestricted reporting requires official reporting through law enforcement and the chain of command.

8. I expect all members of this command to promptly report violations of this policy to the chain of command; the undersigned will be notified immediately when a sexual harassment complaint is filed or a sexual assault occurs within this battalion.

9. A copy of this policy will be permanently posted on unit bulletin boards. Unit Commanders will ensure each Soldier is briefed on the provisions and conditions of this policy during the Soldier's initial unit orientation.



MATTHEW W. DALTON
LTC, AD
Commanding